

The Do's and Don'ts of Extended TDY Voucher Preparation

1. Do verify the reduced per diem rate is calculated correctly on your travel voucher.
2. Do not claim shipment of furniture on your Extended TDY Voucher. This is not an allowable expense under temporary duty. (GSBCA 16699-TRAV)
3. Do not list lodging deposits/fees as a separate miscellaneous expense. This is part of your reduced per diem rate.
4. Do ensure that "Extended" has been selected as the trip type in Travel Manager.
5. Do not claim POV mileage at Extended location other than between the lodging location and place of duty.
6. Do remember to send in all required receipts to the NSSC at the time you submit your voucher.
7. Do notify the NSSC when you know that your Extended TDY assignment will exceed one year in order for taxes to be deducted and reported for W2 purposes.
8. Do not claim per diem for home trips or official trips while at your Permanent Duty Station.
9. Do ensure you notate the dates of leave taken in the comment section of the travel voucher.
10. Do ensure Authorizations are updated to accommodate expenses claimed (rental car, POV, actuals, etc.)